

City of Eugene – Basic Benefits Package

Non-Represented Employees

See Administrative Policy Manual, Employee Benefits Handbooks and Employee Benefits Website
(www.eugene-or.gov/employeebenefits) for more information

CITY PROVIDED BENEFITS

Benefit	Description
Health Insurance <i>Medical, dental and pharmacy coverage administered by PacificSource Health Plans</i> <i>Dental coverage administered by Oregon Dental Service (ODS)</i>	<p>Medical: Employees may choose between three self-insured medical plans. See the <i>Comparison of Benefits</i> for a detailed comparison of the medical plan coverage.</p> <ul style="list-style-type: none"> ➤ City Health Plan is a Preferred Provider Organization (PPO) plan. While in the service area, you must use a PacificSource network provider or hospital to receive the highest benefit level. ➤ City Managed Care Plan is Point of Service (POS) plan. Must choose a Primary Care Provider (PCP). For most services, you must use or be referred by your PCP and use a PacificSource network provider or hospital to be paid at the highest benefit level. ➤ City Hybrid Plan is Point of Service (POS) plan that is a hybrid of the City Health Plan and the City Managed Care Plan. Must choose a Primary Care Provider (PCP). For most services, you must use or be referred by your PCP and use a PacificSource network provider or hospital to be paid at the highest benefit level. <p>Dental: Coverage is provided for all employees covered under all medical plans.</p> <ul style="list-style-type: none"> ○ Annual Benefit Maximum: \$1,500. <p>Vision: Coverage is provided for all employees covered under all medical plans.</p> <p>Full time Non-represented employees pay 8% of the premium on the City Health Plan or the City Managed Care Plan, and 4% of the premium on the City Hybrid Plan. Please see the appropriate Comparison of Benefits for Part-time employee deductions. Non-Represented employees may opt-out of City provided coverage with proof of other insurance.</p>
Basic Life Insurance and Accidental Death & Dismemberment (AD&D) coverage	<p>Coverage is provided through Standard Insurance Company. There is no cost to the employee; City of Eugene pays the entire premium.</p> <p>Life Insurance: 1 x Annual Scheduled Salary, rounded to the nearest \$1,000, up to a maximum of \$250,000.</p> <p>AD&D: 1 x Annual Scheduled Salary, rounded to the nearest \$1,000, up to a maximum of \$250,000.</p>
Long Term Disability Insurance (LTD)	<p>Coverage is provided through Standard Insurance Company. There is no cost to the employee; City of Eugene pays the entire premium.</p> <p>LTD is provided for regular Non-represented represented employees who are regularly scheduled to work at least 20 hours per week. If you qualify for long term disability benefits you will receive 60% of your basic monthly earnings to a monthly maximum of \$9,600 per month. The Maximum Benefit Period depends on your age at disability.</p>
Retirement	<ul style="list-style-type: none"> • Oregon Public Employee's Retirement System (PERS) • Oregon Public Service Retirement Plan (OPSRP) • City of Eugene pays the employee contribution (6% of salary) to these retirement programs, which is deposited into the Individual Account Program (IAP) for both PERS and OPSRP members. <p>Employees hired on or after 8/29/2003 become part of OPSRP (after working for the City for a 6 month waiting period in a position requiring 600 hours in a calendar year), unless membership was previously established in PERS.</p> <p>For more information visit the PERS website: http://oregon.gov/PERS</p>
Employee Assistance Program (EAP) (DIRECTION for Employee Assistance)	<p>The Employee Assistance Program (EAP), offered through DIRECTION for Employee Assistance, offers confidential counseling services to assist employees and their family members in finding solutions to their problems. Eligible for up to 4 visits per problem per year. There is no cost to the employee for these visits. Employees, their immediate families, and members of the employee's household are eligible for this benefit.</p>
Holidays	<p>Ten paid holidays per calendar year: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the Friday after Thanksgiving, Christmas Day.</p> <p>See APM 10.1 for more information.</p>

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Vacation	Vacation accrual is based upon years of service. Employees are not eligible to use vacation accruals until they have completed 6 months of continuous service. The accrual rates (based upon a full time employee's hours) are as follows: <ul style="list-style-type: none"> • Less than 2 years = Accrue 3.692 hours/pay period • 2 but less than 5 years = Accrue 4.308 hours/pay period • 5 but less than 10 years = Accrue 5.231 hours/pay period • 10 but less than 15 years = Accrue 6.154 hours/pay period • 15 but less than 19 years = Accrue 6.769 hours/pay period • 19 but less than 24 years = 7.385 hours/pay period • 24 years and over = 8.308 hours/pay period • Maximum accrual = 416 hours of vacation time Regular part-time employees accrue pro-rated vacation based on regular hours of work. See APM 10.3 for more information
Management Vacation	In addition to the regular vacation benefit, most full-time employees who fill classifications exempt from the Fair Labor Standards Act (FLSA) are eligible for an in-lieu-of-overtime benefit of 7 days of management vacation. Part-time employees exempt from FLSA receive management vacation pro-rated to their regular scheduled hours. See APM 10.4 for more information.
Sick Leave	Regular full-time employees accrue 96 hours of sick leave per year. Regular part-time employees accrue pro-rated sick leave based on regular hours of work. Non-represented employees hired after January 1, 1980 can accrue a maximum of 960 hours of sick leave. See APM 11.2 for more information
Vacation Bonus for Low Sick Leave Use	Regular, full time non-represented employees who use 24 hours or less of sick leave during a fiscal year receive 8 hours of additional vacation leave. Employees at the sick leave accrual limit of 960 hours during the year who qualify for the bonus and who have a sick leave accrual of at least 936 hours at the end of the fiscal year will receive an additional 8 hours of vacation. Regular part-time employees will receive the extra vacation on a pro-rated basis. See APM 10.5 for more information

VOLUNTARY BENEFITS

Flexible Spending Account (FSA) and Transportation Reimbursement Account (TRA)	Flexible Spending Accounts (FSA) and Transportation Reimbursement Accounts (TRA) allow you to have part of your salary withheld on a pre-tax basis to pay for certain dependent care, health care, and transportation expenses that you would normally pay for with after-tax dollars. This can mean a significant tax savings on qualified expenses. All regular full and part-time employees are eligible to participate in the FSA/TRA program.
Portable Term Life Insurance	Optional supplemental Portable Term Life Insurance may be purchased by the employee or their spouse/domestic partner through ReliaStar Life Insurance Company. The premium is paid through a payroll deduction. New employees may apply for a Guaranteed Issue amount within 31 days of their date of hire without the need for a Proof of Good Health form. All other applications require completion of the Proof of Good Health form and underwriting by ReliaStar.
Deferred Compensation	All regular full-time and part-time employees can participate in the City's Deferred Compensation Plan. This voluntary supplemental retirement program allows you to have part of your salary withheld on a pre-tax basis and invested for payment to you upon termination. The City's Deferred Compensation Carrier is ING. Non-represented employees deferring at least 1% of their salary each pay period receive a 2% of salary Deferred Compensation Benefit (DCB) into their Pre-tax Deferred Compensation option with the City.. You must defer at least 1% of your salary to be eligible to receive the City paid DCB.
Employee Health and Wellness Program	The COE promotes healthy lifestyles for all employees and their families. The following programs help support our employees through various stages of life: <ul style="list-style-type: none"> - Health/risk assessments, blood chemistry analysis, dietary analysis, lifestyle and fitness prescriptions, health/wellness educational classes and programs - Employee exercise facilities (free use with orientation and ID card) - Smoking cessation program
Training and Development Program	Coordinated Training Program: In-house technical and non-technical training programs ranging from job specific to fundamental business to leadership skill techniques Educational Aid: tuition reimbursement/educational assistance may be available